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NOTEWORTHY ACCOMPLISHMENTS AND ACTIVITIES
OF THE OFFICE OF SECURITY DURING FISCAL YEAR 1964

1. The Office of Security chaired a CIA Task Force which prepared a damage assessment concerning the CIA information and sources and methods that were subject to possible compromise as a result of the espionage activities of Sergeant Jack E. Dunlap.

2. Prepared comments by the Director of Central Intelligence concerning recommendations of the President's Foreign Intelligence Advisory Board resulting from its review of the ramifications of the espionage activities of Sergeant Jack E. Dunlap. Implementing action by the Security Committee of USIB to improve personnel security standards within the intelligence community has been initiated.

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4. Completed a study of the security system of the [REDACTED] to identify its good and bad qualities. Such paper is to be used in policy planning matters.

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5. Computer programs and training manuals for the conversion of the Office of Security central index to machine language have been completed and the actual conversion project is underway.

6. Assisted in the revision of the basic policy paper for the operation of the United States Military Information Control Committee. This paper now includes as a general principle that the DCI is responsible for the protection of intelligence sources and methods from unauthorized disclosure.

7. Forwarded a damage assessment report to the Executive Director-

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8. Prepared for the Chairman, USIB, the semiannual report to the President's Foreign Intelligence Advisory Board on actions taken during the period January through June 1964 to maintain and improve the nation's counter-intelligence, personnel and physical security posture at overseas installations. This report contained individual contributions by all members of the intelligence community.

9. Numerous reported possible unauthorized disclosures were reviewed and analyzed in coordination with Agency components concerned, regarding damage to sources and methods. Agency action was taken, as appropriate, including reports to the DCL. In one instance, directed an investigation of an unauthorized disclosure in which the investigative capabilities of most of the USIB member agencies were utilized.

10. Arranged with OSI/USAF headquarters for planning and carrying out of security support matters of mutual concern for contingency and wartime situations.

11. Established an Office of Security Team, representing each staff and division, in connection with [REDACTED] war games. The Team followed the exercise and took "simulated" action in support of CIA participation. This permitted OS to determine its strengths and weaknesses of emergency plans to support both overseas and headquarters requirements. Following the exercise, necessary action was taken, insofar as practicable, to correct recognized deficiencies.

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13. Provided security guidelines to War Plans Staff in the development of a policy paper which outlined a charter for CIA Force Wartime Commanders and submitted a typical Security annex for a CIA Theater War Plan as a guide for Senior War Planners.

14. Developed a redeployment and evacuation planning guide which was furnished Security Officers assigned PCS overseas.

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15. Seventeen professional employees of the Office of Security were given training at the IBM Executive Seminar covering such matters as the functions of data processing, stored program concepts, and specific electronic data processing systems. In addition, Automatic Data Processing orientations were given to 152 clerical employees of the Office of Security, covering such phases as automation principles, ADP in CIA, and document and information retrieval.

16. Served as a member of the United States Military Information Control Committee for the purpose of surveying the security capability of the [REDACTED] to protect U. S. classified information.

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17. Prepared a cost analysis indicating the component security cost factors for Fiscal Year 1963 for investigation, appraisal, polygraph and badging of persons to be employed or used by CIA.

18. A clearance register in the Office of Security was reorganized through use of computers so that clearances by separate organizations, groups of people, etc., could be provided rapidly for operational purposes.

19. Inactive Security files continue to be transferred from expensive headquarters office space to the more economical Records Center for storage. Last year 549 cubic feet of inactive records from six divisions and staffs were thus relocated (emptying more than 10 safes and 20 shelf file units) saving \$3,189 per year in storage costs besides gaining valuable office and filing space. A total of 2,088 cubic feet of Security files are now in the Records Center.

20. All components in the Office of Security completed the re-evaluation, revision, and updating of their vital records deposit at the Agency Relocation Site. Some 400,000 items of irreplaceable files and index cards were put onto 100 reels of microfilm for safe storage. Schedules were completed for the periodic updating of these vital records on a routine basis.

21. Rendered security advice and guidance to the Honor and Merit Awards Board in connection with the processing of 101 cases.

22. Furnished security representation to the Board of Review of Shortages and Losses. During the fiscal year a total of 21 cases were adjudicated.

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23. Commensurate with USIB determinations, procedures were revised in order to require persons holding sensitive clearances to advise the department controlling their clearances prior to foreign travel.

24. A symposium entitled "Open Space and Peace" was closely watched from its inception. A number of the speakers held special clearances. Arrangements were made for speakers holding special clearances to submit their script for a security policy review prior to presentation. A Center representative attended the symposium and a report was prepared for the DCL.

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25. A staff study was prepared for [REDACTED] consideration concerning the advantages and disadvantages in establishing a new security control system for the utilization of the end product of an R & D effort which had been made operational.

26. At the direction of the DDCI a news release channel was established for Air Force components in the Pentagon under which future releases would be coordinated with and approved by the Special Security Center representing the CIA.

27. A basic Special Security Center policy paper, [REDACTED] No. 3, was issued. The paper is a Directive for Program Directors setting forth requirements for security investigation and appraisal prior to the issuance of access approvals. A basic Special Security Center policy paper, [REDACTED] No. 4, was issued as a Directive to all Program Directors covering physical security standards and procedures.

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28. In coordination with the White House procedural arrangements were set up in order to assure that all members of the President's Scientific Advisory Board be accorded defensive briefings and be debriefed from their sensitive clearances prior to travel to denied areas.

29. Special clearance briefings were administered to all members of the President's Foreign Intelligence Advisory Board.

30. Alternative security plans for a proposed program of interest to the Air Force, NASA and this Agency were drawn up and presented to the operating officials involved.

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31. Seven [REDACTED]-T-KH Centers were established during the reporting period.

32. The TSO/CIA accompanied by the TSO/DIA conducted a survey of

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33. The annual reports to their stockholders by industrial contractors were reviewed and recommendations made for the editing or deletion of items representing a possible security compromise.

34. A paper was prepared for USIB presentation by the Director of Security setting forth uniform standards for the investigation and evaluation of personnel for access to the special systems.

35. Seven hundred CIA employees and 19 consultants were contacted and briefed in a timely fashion prior to the partial public disclosure of sensitive intelligence gathering equipment. During the course of the program the following individuals were given special clearance briefings: Attorney General Robert Kennedy; Speaker of the House John W. McCormack; Secretary of the Treasury, C. Douglas Dillon; and USIA Director, Carl T. Rowen.

36. At the request of the Undersecretary of the Air Force a new special clearance was established, briefing forms prepared, and arrangements made for the initial briefing of key Government personnel.

37. A network television program devoted to an area of sensitive intelligence interest was reviewed several weeks prior to the network showing. In coordination with SAFOI representatives, necessary changes in the script were accomplished.

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39. At the request of the DDCI a policy paper was prepared for DIA guidance setting forth instructions on travel to denied areas by individuals involved with codeword clearances.

40. A memorandum was prepared for the signature of the DCI advising the Secretary of Defense that the Senior Intelligence Officer of each of the three military departments may continue to determine the "need-to-know" for special clearances even though now represented on USIB by DIA. Another memorandum was prepared for the signature of the DCI advising the President of the action taken.

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88. During the reporting period, preliminary security requirements were established for the long distance facsimile system which may become the precedent policy requirements should this facsimile system be adopted as a world-wide, high speed communications system.

89. After appropriate survey, security guidelines and policy were provided for the handling of official funds in the Headquarters building to improve the overall security protection afforded.

90. Made extensive cost analyses of expenses directly involved in the guarding of Agency facilities in the metropolitan area, to achieve maximum economy and maximum efficiency.

91. In the reporting period the Office was instrumental, after extensive research and staff studies, in the establishment of a quasi-judicial jurisdiction and system of review of violations of parking and traffic regulations at the Langley building.

92. Data regarding issuances and use of non-staff employees' type

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